

Request for Approval under the Generic Clearance for the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)”
(OMB#: 0925-0740, Expiration Date: 07/31/2022)

TITLE OF INFORMATION COLLECTION: Registration for FY 2021 Center for Cancer Training Annual Conferences

PURPOSE:

The purpose of these conferences is to provide an opportunity for trainees, staff scientists and staff clinicians from NCI Divisions, Offices, and Centers and other NIH Institutes, to provide:

- a forum to learn about the exciting groundbreaking research at the NCI and other institutions,
- an opportunity for NCI intramural trainees, staff and clinician scientists to present their work to their peers and
- young scientists a chance to explore potential career paths.

To achieve these goals, each year, basic and clinical cancer researchers and investigators from various research institutes across the country (both intramural and extramural) ask guest speakers to share their work and interact with the participants. These annual conferences provide an opportunity for the intramural staff to present their scientific work by participating in oral and poster presentations. A component of these conferences include panels and workshops that aim to help improve and enhance NCI intramural trainees, staff and clinician scientists improve their scientific and professional skills.

These conferences are essential for the exchange of information to further collaboration, professional advancement . NCI CCT maintains a conference website where the registration and request for abstracts are in a standardized format. Upcoming conferences include:

- 04/19/2021 – 04/20/2021 Annual Center for Cancer Research Fellows and Young Investigators Colloquium (**Attachment 1**)
- 04/30/2021 Annual CCR and DCEG Staff Scientists and Staff Clinicians Retreat (**Attachment 2**)

DESCRIPTION OF RESPONDENTS:

NCI and NIH trainees (e.g. postdocs, postbacs, clinical fellows), staff and clinican scientists, and students to assist in the development of those training in basic, clinical, and translational research at the bench and beyond.

TYPE OF COLLECTION: (Check one)

Abstract

Application

Registration Form

Other: _____

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

Name: Angela Jones

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [x] Yes [] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [x] Yes [] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] No

Amount: _____

Explanation for incentive: (include number of visits, etc.)

ESTIMATED BURDEN HOURS and COSTS

Form Name	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
20th Annual CCR Fellows and Young Investigators Colloquium (Att 1)	Individuals	350	1	5/60	29
16th Annual CCR and DCEG Staff Scientist and Staff Clinician Retreat (Att 2)	Individuals	200	1	5/60	17
Totals			550		46

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	46	\$46.95	\$2,159.70
Total			\$2,159.70

* Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "Medical Scientists" 19-1040, https://www.bls.gov/oes/2019/May/oes_nat.htm#00-0000.

FEDERAL COST: The estimated annual cost to the Federal government is **\$1140.59**.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Program Analyst	13/4	\$112,930.00	1%		\$1,129.30
Contractor Cost					\$X
Travel					\$X
Other Cost					\$X
Total					\$1,129.30

**The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/20Tables/html/DCB.aspx>

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

[X] Yes [] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

These conferences are advertised through NIH/NCI and NCI Frederick listservs, individual labs and committee members, past registration lists, GovDelivery and cancer.gov website.

Administration of the Instrument

How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Survey Form
- Chart Abstraction
- Other, Explain

Will interviewers, facilitators, or research coordinators be used? [] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Attachments

Attachment 1 - 04/19/2021 – 04/20/2021 Annual Center for Cancer Research Fellows and Young Investigators Colloquium – 4/19/2021 – 4/20/2021

Attachment 2 - Annual CCR and DCEG Staff Scientists and Staff Clinicians Retreat – 4/30/2021